



September 1, 2006

## **2006 FISCAL YEAR-END BULLETIN # 8**

TO: Distribution

FROM: Code C Fiscal Year-End/New Year Start Up Team

SUBJECT: Deadline for Prior Pay Period Labor Adjustments

This Bulletin establishes the following deadlines for submitting all FY06 Prior Pay Period "Non-Pay" Labor Adjustments (PPPA's). "Non-Pay" Labor Adjustments change the number of hours from one WBS labor code to another.

**1) Code C deadline: August 24, 2006 COB - For Non-Pay Adjustments Greater Than Three (3) Pay Periods)**

Submit to RMD Labor Analyst, Diane Selby, for Non-Pay Adjustments greater than three (3) pay periods. These corrections are processed by the requestor. The requestor should review the WebTADS website: <http://webtads.arc.nasa.gov/> "Time Card Adjustments", and submit an online memo template and a labor adjustment excel spreadsheet to Diane Selby.

**2) WEBTADS deadline: September 13, 2006, 12:00 PM Pacific - For Non-Pay Adjustments Within Three (3) Pay Periods**

Approvers should review the PPPA's and either approve or disapprove them by the WEBTADS deadline. Any FY 06 Non-Pay Adjustments in WebTADS requested and approved after the deadline will not be processed in SAP/BW.

**Important Note:** Please note that there will be no labor adjustments for FY06 labor activities in FY07. Agency Labor Distribution System (ALDS) will not be able to process prior year labor adjustments.

Please contact Marjorie Toy at 4-4959 or [Marjorie.T.Domen@nasa.gov](mailto:Marjorie.T.Domen@nasa.gov) if you have any questions. This Bulletin is also available at <http://cfo.arc.nasa.gov/fye.html>.

*Original Signed By*  
Code C Fiscal Year-End/New Year Start Up Team

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Code C